

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

8.20.e Control of Samples and Containers

C-A-OPM Procedures in which this Attachment is used.		
8.20		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ ***Signature on File*** _____
 Collider-Accelerator Department Chairman Date

J. Scott

8.20.e Control of Samples and Containers

1. Obtain Sample

- 1.1 Samples are routinely drawn from drums and containers to determine if contents are radioactive or non-radioactive, and to perform TCLP or metals testing for classification of waste as hazardous or industrial waste.
- 1.2 Contact Environmental Coordinator (Ext. 7520, pager 631-453-5901), or go to analytical services laboratory tables on computer to determine sample requirements and sample bottles.

Note:

Use a glass sample tube for all solid wastes (resin, dirt, speedy dry) to ensure a representative sample. Contact Environmental Coordinator for tubes.

- 1.3 Ensure a representative sample is drawn. Label sample bottle with Bldg. No., Material Description, Container ID Number, your name and date.
- 1.4 Affix a pending analysis label to drum or container (get labels from Environmental Coordinator), and mark label as follows:
 - 1.4.1 Bldg. No.
 - 1.4.2 Material Description
 - 1.4.3 ID Number (i.e. UID-01-02, etc. Also on COC Form.)
 - 1.4.4 Date
 - 1.4.5 Name of Responsible Person
 - 1.4.6 If you have to transport container, affix filled out NFPA diamond to container
- 2. Fill out Chain of Custody (COC), or contact Environmental Coordinator (Ext. 7520, pager 631-453-5901), to fill out Chain of Custody for sample.
 - 2.1 Ensure in description section on COC, you write exactly what you put on sample bottle, i.e. Bldg. No., Material Description, Container ID Number, your name and date.
 - 2.2 If more than one container or drum will be analyzed, or more than one sample, ensure each container is labeled with same description (i.e. Bldg. No., Material Description, etc.), and also I.D. Number as described in 1.4. On COC after description, list number of containers for this sample (i.e. 1, 2, 3, etc).
- 3. Store labeled drums or containers in Hazardous Waste Storage Area (HWSA), or palletted drum storage area, until sample results are returned.

4. If materials are non-radioactive:
 - 4.1 Fill out non-radioactive waste form. Also fill out pink Process Knowledge Form (PKF), even if container is not from a listed radiation area.
 - 4.2 Properly tag containers as Hazardous (red tag) or Industrial (green tag).
 - 4.3 Have Facility Support (FS) survey container for activation and contamination and complete Process Knowledge Form ensuring contents are non-radioactive.
 - 4.4 Attach Sample Results, COC Form, Non-Radioactive Waste Control Form (NRWCF), and Process Knowledge Certification Form, together and deliver to Environmental Coordinator (Ext. 7520, pager 631-453-5901), for review, and forward to Waste Management Division.
 - 4.4.1 If more than one sample was analyzed on COC, highlight sample for this waste and results on COC.
 - 4.4.2 Original NRWCF and PKF, and a copy of COC and Material Safety Data Sheet (MSDS), if required, are mailed to Waste Management for review. A copy of all documents are maintained in Hazardous Waste Binder in Environmental Coordinators Office, original COC goes into Analysis Binder.
 - 4.4.3 Move container to 90-Day Hazardous Waste Trailer, or make special arrangements with Waste Management to pick up waste.
5. If material is radioactive.
 - 5.1 Fill out Radioactive Waste Form (RWCF), including Mixed Waste Information, if required.
 - 5.2 Label drums or containers with a Radioactive or Mixed Waste Label.
 - 5.3 Forward paperwork to Environmental Coordinator. Using sample results, Environmental Coordinator will fill in the isotope concentrations on RWCF for total volume of containers.
 - 5.4 Environmental Coordinator, or designee, shall arrange for FS survey of containers, and ensure RWCF survey results, and container tag are filled out by FS.
 - 5.5 Store containers in Bldg. 965 waste yard, or suitable radioactive material area for waste management pick up.
 - 5.6 Send original RWCF and copy of COC to Waste Management.
 - 5.7 A copy of RWCF and COC are maintained in Radioactive Waste Binder in Environmental Coordinators office. Original COC goes into Analysis Binder.